

## **Guide to Selling to Culpeper County**

### **Overview**

This webpage provides basic information on how to sell to Culpeper County Government. In addition to the general procurement of the County government, we also provide a procurement solution for Culpeper County Public Schools.

Culpeper County operates in accordance with the Virginia Procurement Act of the Code of Virginia. However, procedures may differ slightly. This webpage details the Culpeper County General Government's procedures.

You may contact Culpeper County at 540-727-3427 to obtain information on the County and School procedures.

### **Our Mission**

The Procurement Department provides services for the acquisition of goods, services and construction and ensures that all goods and services are of appropriate quality and are acquired in a timely and cost effective manner at the least expense to the County. Activities and procedures of the Procurement Department are regulated by, and must comply with the Culpeper County Purchasing Resolution and the Virginia Public Procurement Act of the Code of Virginia.

### **Our Goal**

It is the goal of the Procurement department to facilitate the provision of goods and services to County general government agencies in a timely and efficient manner from the lowest responsive, and responsible vendors and service providers, while maintaining compliance with the Culpeper County Purchasing Resolution, Virginia Public Procurement Act, relevant Board of Supervisors adopted policies, and sound professional judgment. In general, procedures required for purchase of an item or services are legally dictated by the projected cost of that item or service. Examples follow.

## **Small Purchase Procedures**

No less than three (3) businesses shall be solicited to submit quotations for purchases between \$500 but less than \$15,000, and no less than four (4) businesses shall be solicited to submit written quotations for purchases between \$15,000 and \$50,000 (\$30,000 for professional services).

## **Invitation for Bid (IFB)**

For items or services valued over \$50,000, an IFB is required. Procurement and the department/agency may decide that an IFB should be the method for obtaining the item or service needed by the department if it is valued at \$50,000 or less. An IFB is a formal document, mailed to vendors or service providers who provide a certain commodity or service, kept on bidder's or offeror's lists in the Procurement Department. Written responses are required of vendors and service providers.

It can be expected that an IFB will be mailed out within 30 days of receipt of a complete request. The vendors or service providers are usually given a four (4) week deadline to submit bids. At a minimum, the IFB must be published in the newspaper at least ten (10) days before bids are accepted. Award is made to the lowest responsive and responsible bidder.

## **Request For Proposal (RFP)**

An RFP is like an IFB in being a more formal, written request to offerors who in turn must respond in writing. An RFP must be used for professional services (i.e., architectural and engineering services, lawyers, doctors, etc.) over \$30,000 and non-professional services over \$50,000. All other purchases over \$50,000 must be by an IFB unless it is documented in writing that an IFB is not fiscally advantageous to the County. An RFP differs from an IFB in that the requirements or scope of work are not defined as in an IFB. Offerors will propose various solutions and will be evaluated on criteria other than cost alone, such as credentials and experience. Award will be made to the firm who best meets all the criteria.

## **Bidder Applications**

If you would like to be notified of formal solicitations for specific goods or services, you should complete a Bidder Application. You may complete and submit the application online on our website at [www.culpepercounty.gov/purchasing/index.asp](http://www.culpepercounty.gov/purchasing/index.asp)

## **Local, Small and Minority Businesses**

While the Virginia Public Procurement Act does not allow a preference for local, small, woman-owned or minority businesses, Culpeper County is committed to giving these businesses opportunities to compete for county contracts.

Vendors should contact the Procurement Office to acquaint themselves with the county's procedures. We welcome input on how contracts might be revised to allow local, small, woman-owned and minority businesses to compete for contracts.

## **For More Information**

Culpeper County  
Procurement Department  
302 North Main Street

Culpeper, Virginia  
**Phone:** 540-727-3427  
**Fax:** 540-727-3460  
[www.culpepercountty.gov/purchasing/index.asp](http://www.culpepercountty.gov/purchasing/index.asp)